

**Moultonborough Public Library**  
**Board of Trustees meeting**  
**May 16, 2024**  
**Peter Olsen, scribe**

**Present:** John Buckley, Chair; Sally Bartlett, Vice Chair; Sherry Wakefield, Treasurer; Jack Weekes; Peter Olsen; Kim Lefebvre; Brittany Durgin, Library Director; Nancy Cole; and Robert LaFlamme. Absent: Jane Harrington

Sally initially running the meeting as vice chair in the Chair's absence

**Call to Order:** 9:03 AM

**Pledge of Alliance**

[John arrives at 9:08 and assumes meeting leadership]

**Secretary's Report:** We briefly reviewed minutes to prior meeting, April 18, 2024. One minor change to awkward sentence wording was made. Sherry made a motion to approve, Jack seconded, All approved.

**Treasurer's Report:**

Sherry noted that we have now budget numbers for the first 10 months of the fiscal year. We are in good shape to hitting the budget. The town is still considering how they will handle the pay period that straddles the fiscal year. If counted in this fiscal year we would be over budget by about \$7,900.

Expenses: Address any shortfall next month

Capital: In early June John will request reimbursement from the town from the Capital Reserve fund for the projects/invoices available at the time.

Motion: Nancy, John seconded.

Gifts received: \$9: Motion to accept gifts by Sally, John seconded. All approved.

**Town meeting tonight:** Jack noted that In the ABC report which is part of the Town Meeting handouts they have noted a 7.3% increase for our budget. That number is incorrect, the real number 6.7% Jack also noted that the increase in our largest (81%) budget item, "Salaries and Benefits" is in line with the Town's budget increase. John will attend town meeting and, given the opportunity by the Moderator, will move the Article and try to get the correction to the ABC report.

**Director's report:**

Fire Alarm / Security project: We have quotes from two vendors (Pope Security Systems and Advanced Lock & Alarm) for fire alarm and security system upgrades, maintenance and monitoring. The two main goals of this project are to get a reliable phone connection for their monitoring and allowing separate User ID's for the control keypad. Currently we are unable to track who has operated the keypad and a number of current and former individuals and

companies have access to the one code. Pope quoted a completely new set of devices including control panel, key pad and all smoke and heat detectors, module to use cellphone technology rather than a landline, along with the monitoring and maintenance. Pope's annual fee is approximately twice as much as Advance and their hourly rate is slightly less. Advance quoted the annual maintenance, the cell phone module and a \$2,200 key pad / module for unique User ID's. Seeing as Advance's quote satisfies our two main goals of the project and is significantly less than Advance a motion was made by John to accept the Advance quote, including the \$2,200 keypad for the individual User ID's. Peter seconded John's motion, All approved.

HVAC project in attic: Gary had to take out some roof support structure to allow access for replacement of HVAC equipment. Gary recommends that we replace these structural elements. His cost including materials is about \$300. Agreed we will replace after HVAC installed and hire Gary to do so.

Brittany mentioned that the Moultonborough School Board discussed a book challenge for the title: The Perks of Being a Wallflower. After discussion the School Board voted 4 to 1 to keep the book their collection. We have multiple copies in our collection.

We had planned to have the Strengths, Weaknesses, Opportunities, Threats (SWOT Analysis) for the Strategic Planning process this week but not all were able to attend so it's been rescheduled to 5/29 at 2PM.

MOU with Town has been signed by the Selectmen and MPL Trustees signed here during this meeting.

Museum passes: Friends agreed to renew all those requested. Increased usage last year. Boat museum to open in the Fall. As we are collaborating with them for Sharon's Story Time once a month and potentially other activities we will request a free pass to the museum.

Stats and Programs: Statistics continue to be strong and show total circulation growth (which is mostly digital but not separated out).

#### **Election of officers:**

As noted in last month's meeting minutes, John and Sally announced their intention to resign as officers unless there were no other candidates for the positions. As none have stepped forward as of this meeting, Jack nominated all three officers to be re-elected for the following year.

Chair                Jack nominated John Buckley / All agreed

Vice Chair        Jack nominated Sally Battlett / All agreed

Treasurer        Jack nominated Sherry Wakefield / All agreed

Secretary: Agreed to continue rotating responsibility with Officers not included in the rotation; Sally to update list and take notes in June for her last time.

Peter noted that the Board needs to work over the coming year to develop candidates for officers for next May's meeting.

**Library signs:** John reported good process on the project and we have a good proposal from Paquette Signs. John recommends that we select Paquette. Proposal includes a 6' wide x 2' tall digital sign, 8mm pixel, single sided; And a 6' wide by 3' tall flat panel sign with the library's name and a carved book on top. Quote is \$22,166, installation included 50% up front, 50% upon completion. We will need to contract separately for electrical services which is expected to be \$1,000 to \$2,000. We also need to consider demolition of old sign: minor grass and landscaping; and potential relocation of WWI memorial. We will confer with Historical Society on WWI memorial. Peter made motion to accept Paquette quote for \$22,166 and to execute the project to include the electrical, memorial moving if possible, minor grass and landscaping, removal of old sign (Town dpw). The project is to be paid from Trustee Funds. Brittany noted that she has found a potential grants from T-Mobile if we apply by 6/30. We would be notified within 60 days after 6/30. Motion seconded by: Sally, all approved. It was noted that we will need a public hearing.

We also discussed the existing wooden sign on front of the old building. John thinks it needs to be removed or refurbished. Paquette to give quote to repaint, refurbish with font matching new sign. We would then decide on removal/refurbishment. John to work with Lakeshore Electric for a quote and a site plan.

**Personnel:** It's annual review time for library leadership and staff. Jack/John/Sally to review Director. Brittany is doing staff reviews. Board members should submit comments to John with our observations and comments. Reviews need to be finalized by next meeting (June) and will effective 7/1/24 with salary increases.

**Technology:** Peter noted that we had slowed up work on the new phone system while other projects took priority.

**Grounds:** Sign Up Genuis has been set up for weeding assignments. M&L Landscaping will weed every other week, volunteers other times.

**Program room:** We would like to find a time to paint the room and wash and wax the floor. Decided it was best not to do in the Summertime as it is the busiest of the year for the Library and we need to schedule around the already assigned monthly slots for the art work. Tentatively selected for Feb or March 2025 as a timeframe.

**Art:** All months are covered until early 2025

**Friends of the Library:** Brittany mentioned that The Friends are working on a fundraiser by building a brick walkway from near the bulkhead to the memorial garden. Bricks would be purchased by individuals or companies, engraved with their names and installed by a company that does these kinds of fundraisers. They anticipate that as many as 800 bricks will be needed.

**Furniture:** purchases in process, ongoing.

**Book Sale:** Brittany sent a wrap up email from Tuesday's book sale planning meeting.

**NHLTA conference.** June 5<sup>th</sup>. Sign up by 5/17.

John asks the board members to plan on a longer meeting in June and possibly no meeting in July.

**Adjournment:** At 11:10 Peter made a motion to adjourn, seconded by Sherry. All agreed;

Respectfully submitted,  
Peter Olsen